CRS Customer: Intrastate (Full Fee) Registration Maintenance

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Intrastate (Full Fee) Registration Maintenance

This document will provide instruction on how to maintain Full Fee Registrations using the Commercial Registration System (CRS) application.

New customers to the CRS Application need to contact Idaho Transportation Department Motor Carrier Services to have system access activated.

New users should read the **CRS-Full Fee-Registration** instructions prior doing anything in this module.

1) Inquiry Options

   After logging in to CRS, the Customer Dashboard will be displayed.
   
   a) Select **Services**.
   
   b) Select **IRP/Intrastate**.

   c) The Site Map page opens. There are four possible inquiry selections pertaining to Full Fee. Any choice will show specifics for the account based on that choice.

   a. Account Inquiry
   
   b. Fleet Inquiry
   
   c. Vehicle Inquiry
   
   d. Supplement Inquiry
2) Account Inquiry

a) Select **Account Inquiry** from the site map. The Account screen opens and the Account No. (number) prefills. Click **Proceed**.

b) The Account Tree will display showing an expansion for each year of registration. Click on a year to expand the information for that year, based on Fleet, Supplement, and then vehicles. Select the information needed. • In this example, **Vehicle 7** is selected.

c) Information about Vehicle 7 is displayed and can be printed from this screen, or the display can be closed.
d) If no other information needs to be viewed, click **Quit** to return to the Site Map.

3) **Add/Delete Vehicle**

a) Select **Add/Delete Vehicle** on the Site Map to delete a vehicle and transfer the remaining fees to a new vehicle.

b) The Account screen opens and the Account No. (number) prefills. Click **Proceed**.

c) The Fleet No. selection screen displays. Click **Select** in the row of the fleet the current vehicle is registered (the new vehicle must also be added in this fleet).
d) The Vehicle Details screen will display. Enter the vehicle to be deleted in the Deleted Vehicle Details area and click on Search.

e) Once the information for that vehicle displays, enter the new vehicle to be added in the Vehicle Details section. If the vehicles are the same type of vehicle (see Note below), the existing plate can be used for the new vehicle, just select Use Existing Plate and enter the plate number when adding the new vehicle information.

**Note:** TR is unique; TT & TK are interchangeable. If the deleted vehicle is a TT and the replacement vehicle is TK, it’s the same plate. If one vehicle is a TR and the other is a TT/TK, then the same plate cannot be used.

f) Click Proceed.

g) The Vehicle Details page will display again for validation of information. If the vehicle information is correct, click Proceed.
h) Click **Done** if no other vehicles need to be added.

![Image of Vehicle Information]

i) If documents are required to be submitted, there will be a message at the top of the screen with instructions to follow.

j) The Web Processing screen displays. If any documents need to be added, enter the **VIN**, select document type from the **Vehicle Document Type** dropdown list, select **Browse** to find the document saved in PDF format on your computer and select **Upload**.

k) After all documents are added, click **Submit**.

![Image of Web Processing]

l) Once the transaction is submitted successfully, the system sends information out to the Web Processing site for Motor Carrier Services to approve. If everything is complete, they will approve the uploaded documents (if any), generate the invoice and send it to the customer email address supplied. The email from ITD serves as notification that there is an invoice ready for payment.

4) Amend Vehicle

There are two transactions for use to amend vehicle information (except VIN corrections). **Amend Vehicle with Fees** is for IRP vehicle changes only, and used when a change requires other jurisdiction fees, such as a weight group change. If the transaction involves titled owner name, Unit Number or vehicle type change and there will only need to be Idaho admin fees (cab card, plate, etc.) use the **Amend Without Fees**.
a) On the Site Map screen select **Amend Vehicle With Fees** or **More** and then **Amend Vehicle Without Fees** from the pull-down menu.

b) The Vehicle Details page will display. Under Change Vehicle Details, select the Unit to be amended in the Unit No. drop down menu.

c) Select **Search**.
d) The Vehicle Details page displays with the selected vehicle’s information. Only the information that is in white boxes can be changed. If the **Change Vehicle Without Fees** is chosen and does not display what needs changed, go back to the Site Map and select **Change Vehicle with Fees** to see if the box for the change is white. If the correct box is not available, contact ITD Motor Carrier for assistance. (Email: cvs@itd.idaho.gov; Phone: 208-334-8611.)

Amend Vehicle Without Fees

Amend Vehicle With Fees

e) When desired changes are complete, select **Proceed**.
f) Follow any instructions or fix any errors that appear at the top of the next page. If documents need to be uploaded, see instructions 3i-k above. Once document uploads are complete, or if documents are not required, click **Proceed**.

g) If no more vehicles need amended, click on **Done**.

h) Click **Submit**.

i) This makes the transaction available for Motor Carrier to view and approve. An email will be sent to the email address on file when the invoice is ready to be paid.
5) Returning to CRS and Logging Out of CRS
   a) Close the screen to exit and return to the Site Map screen. Payment, receipt, and credential
      confirmation will appear as notes at the top of the page.
   b) If no other transactions are required, log out of CRS by selecting Logout in the upper right corner.